

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR- 0068

ISSUE DATE: April 11, 2013

CLOSING DATE: April 25, 2013

TITLE: Management Assistant

DIVISION/UNIT: Housing & Community Resources
Office of Low-Income Energy Conservation

LOCATION: 101 South Broad Street, Trenton **SALARY RANGE:** P18: \$43,839.98 – 61,826.57

POSITION(S): 1 **DISTRIBUTION:** STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under direct supervision of the Supervisor of the Office of Low-Income Energy Conservation, provides a wide range of administrative services within the Office; assists in the coordination of management/administrative activities of the Office. Reads, researches and routs correspondence; drafts letters, memos, and other documents for the review and approval of management; performs related duties.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE

One year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☐ A promotable eligible exists within the unit scope.
- ☐ A promotional or open competitive list exists.
- ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0068
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer